

<p>MONTHLY</p>	<p>(Insect spraying) Clean vents in the education building Emergency light inspection Clean trash from around church Change batteries hearing device Make recommendations to Trustees for repairs Attend Trustees meeting Building walkthrough Maintain parking lot</p>	<p>4/11/11 2/7/11 2/17/2011 3/29/11 3/2/11 3/1/11 3/14/11</p>
<p>WEEKLY</p>	<p>Toilet and sink leak inspection Program computer Malfunction door inspection Inspect outside for human waist Oversee lawn care Attend staff meetings Cleaning inspection Put chemicals in cooling towers Charge batteries in cordless Microphones Program computer Energy Management Systems Help custodian clean Soul Café Walkthrough before Sunday to check that bathrooms are stocked, entrances are tidy, areas are clean, and lights are not burned out.</p>	<p>After staff meeting 4/11/11 Mondays Wednesday Tuesday</p>
<p>DAILY</p>	<p>Check outside doors Check heat or AC Check calendar for meetings and events</p>	